



Indiana Pro Bono Commission  
One Indiana Square, Suite 530  
Indianapolis, IN 46204

Indiana Bar Foundation  
230 East Ohio Street, Suite 200  
Indianapolis, IN 46204

## COMBINED 2004 DISTRICT REPORT, 2006 PRO BONO GRANT APPLICATION, AND 2006 PLAN

### Pro Bono District Two

**Applicant:** District 2 Pro Bono Legal Services Committee

**Mailing Address:** P. O. Box 1511  
**City:** Mishawaka, IN **Zip:** 46546

**Phone:** (574) 235-5354 **Fax:** (574) 235-5382

**E-mail address:** [probon2@yahoo.com](mailto:probon2@yahoo.com) **Website address:** \_\_\_\_\_

**Judicial Appointee:** Hon. Peter J. Nemeth [through June 30, 2005]

**Plan Administrator:** Sherry L. Clarke

**Names of Counties served:** Elkhart, Kosciusko, Marshall, St. Joseph

**Percentage of volunteer attorneys (as defined on page 6) who accepted a pro bono case in 2004 per registered attorneys in district, i.e. the district's pro bono participation rate: 13.64%.**  
**To the extent the pro bono participation rate information is available by county, please provide below.**

	District 2 Pro Bono Pgm		Indiana Legal Services		[Both]	Total	%
	Attorneys	New cases	Attorneys	New cases		Attorneys	
Elkhart	12	13	9	13	2	19	8.6%
Kosciusko	3	3	8	10	---	11	13%
Marshall	3	5	1	1	1	3	6.25%
St. Joseph	65	98	50	89	24	91	16.4%
TOTAL	93	118	68	113	27	124	13.64%

**Amount of grant received for 2005: \$44,000.**

**Amount of grant (2004 & prior years) projected to be unused as of 12/31/05: -0-**

**Amount requested for 2006: \$52,600.**

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## PRO BONO DISTRICT NUMBER 2 Letter of Representation

**The following representations**, made to the best of our knowledge and belief, are being provided to the Indiana Pro Bono Commission and Indiana Bar Foundation in anticipation of their review and evaluation of our funding request and our commitment and value to our Pro Bono District.

### **Operation under Rule 6.6**

In submitting this application for funding, this district is representing itself as having a Pro Bono Plan, which is pursuant to **Rule 6.6** of the Indiana Rules of Professional Conduct. The plan enables attorneys in our district to discharge their professional responsibilities to provide civil legal pro bono services; improves the overall delivery of civil legal services to persons of limited means by facilitating the integration and coordination of services provided by pro bono organizations and other legal assistance organizations in our district; and ensures access to high quality and timely pro bono civil legal services for persons of limited means by (1) fostering the development of new civil legal pro bono programs where needed and (2) supporting and improving the quality of existing civil legal pro bono programs. The plan also fosters the growth of a public service culture within the district which values civil legal pro bono publico service and promotes the ongoing development of financial and other resources for civil legal pro bono organizations.

We have adhered to **Rule 6.6** (f) by having a district pro bono committee composed of:

- A. the judge designated by the Supreme Court to preside;
- B. to the extent feasible, one or more representatives from each voluntary bar association in the district, one representative from each pro bono and legal assistance provider in the district, and one representative from each law school in the district; and
- C. at least two (2) community-at-large representatives, one of whom shall be a present or past recipient of pro bono publico legal services.

We have determined the governance of our district pro bono committee as well as the terms of service of our members. Replacement and succession members are appointed by the judge designated by the Supreme Court.

Pursuant to **Rule 6.6** (g) to ensure an active and effective district pro bono program, we:

- A. prepare in written form, on an annual basis, a district pro bono plan, including any county sub-plans if appropriate, after evaluating the needs of the district and making a determination of presently available pro bono services;
- B. select and employ a plan administrator to provide the necessary coordination and administrative support for the district pro bono committee;
- C. implement the district pro bono plan and monitor its results; and
- D. submit an annual report to the Commission.

### **Commitment to Pro Bono Program Excellence**

We also understand that ultimately the measure of success for a civil legal services program, whether a staffed or volunteer attorney program, is the outcomes achieved for clients, and the relationship of these outcomes to clients' most critical legal needs. We agree to strive for the following hallmarks which are characteristics enhancing a pro bono program's ability to succeed in providing effective services addressing clients' critical needs.

- 1. Participation by the local bar associations and attorneys.** The associations and attorneys believe the program is necessary and beneficial.
- 2. Centrality of client needs.** The mission of the program is to provide high quality free civil legal services to low-income persons through volunteer attorneys. Client needs drive the program, balanced by the nature and quantity of resources available.
- 3. Program priorities.** The program engages in a priority-setting process, which determines what types of problems the program will address. Resources are allocated to matters of greatest impact on the client and are susceptible to civil legal resolution. The program calls on civil legal providers and other programs serving low-income people to assist in this process.
- 4. Direct representation component.** The core of the program is direct representation in which volunteer attorneys engage in advocacy on behalf of low-income persons. Adjunct programs such as advice clinics, pro se clinics and paralegal assistance are dictated by client needs and support the core program.
- 5. Coordination with state and local civil legal providers and bar associations.** The programs work cooperatively with the local civil legal providers. The partnerships between the civil legal providers and the local bar association results in a variety of benefits including sharing of expertise, coordination of services, and creative solutions to problems faced by the client community.
- 6. Accountability.** The program has mechanisms for evaluating the quality of service it provides. It expects and obtains reporting from participating attorneys concerning the progress/outcome of referred cases. It has the capability to demonstrate compliance with requirements imposed by its funding source(s), and it has a grievance procedure for the internal resolution of disputes between attorneys and clients.
- 7. Continuity.** The program has a form of governance, which ensures the program will survive changes in bar leadership, and has operational guidelines, which enable the program to survive a change in staff.
- 8. Cost-effectiveness.** The program maximizes the level of high quality civil legal services it provides in relationship to the total amount of funding received.



**9. Minimization of barriers.** The program addresses in a deliberate manner linguistic, sensory, physical and cultural barriers to clients' ability to receive services from the program. The program does not create undue administrative barriers to client access.

**10. Understanding of ethical considerations.** The program operates in a way which is consistent with the Rules of Professional Conduct; client confidentiality is assured and conflicts of interest are avoided. The staff and volunteers are respectful of clients and sensitive to their needs.

**11. ABA Standards.** The program is designed to be as consistent with the ABA Standards for Programs Providing Civil Pro Bono Legal Services to Persons of Limited Means as possible.

No events, shortages or irregularities have occurred and no facts have been discovered which would make the financial statements provided to you materially inaccurate or misleading. To our knowledge there is nothing reflecting unfavorably upon the honesty or integrity of members of our organization. We have accounted for all known or anticipated operating revenue and expense in preparing our funding request.

We agree to provide human-interest stories promoting Pro Bono activities in a timely manner upon request of the Indiana Bar Foundation or Indiana Pro Bono Commission. We further agree to make ourselves available to meet with the Pro Bono Commission and/or the Indiana Bar Foundation to answer any questions or provide any material requested which serves as verification/source documentation for the submitted information.

**Explanation of items stricken from the above Letter of Representation:**

**It is understood that this Letter does not replace the Grant Agreement or other documents required by the Indiana Bar Foundation or Indiana Pro Bono Commission.**

**Signatures:**

\_\_\_\_\_  
**Judicial Appointee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Plan Administrator Signature**

\_\_\_\_\_  
**Date**

## 2006 PLAN SUMMARY

1. Please write a brief summary of the 2006 grant request. Please include information regarding your district's planned activities including committee meetings, training, attorney recognition, newspaper or magazine articles, marketing and promotion. The grant request should cover needs to be addressed, methods, target audience, anticipated outcomes, and how past difficulties will be addressed.

The District 2 Pro Bono Legal Services Committee has established new goals for calendar year 2006, but has decided to defer final detailed decision making until the appointment of the new committee chairperson. First, we hope to expand the role of the governing committee, meeting at least quarterly in plenary session and establishing subcommittees in those counties where there is no bar association pro bono committee. A second goal is for the plan administrator to work more closely with Indiana Legal Services, the Notre Dame Legal Aid Clinic and law school, and local bar associations to cut down on duplication of functions and enhance the efficient provision of services and division of labor between legal service providers and pro bono attorneys. We have already had discussions about relying more on Indiana Legal Services to perform intake functions and a correspondingly greater role by the District 2 program in recruitment of and referrals to pro bono attorneys in all four counties. Likewise, we hope to increase our coordination with the Combined Community Services program in Kosciusko County, including on-site intake on a periodic basis at their Warsaw office.

The program will work with the St. Joseph County Bar Association to sponsor family law and child support training for new attorneys and attorneys with non-family law specialties who wish to provide assistance to the many applicants with visitation and support modification problems. The program will also cooperate with the local bar associations, Notre Dame Legal Aid and Indiana Legal Service to plan pro se clinics in areas of greatest need.

We will continue to follow through on conducting at least one recognition event in each county at least every other year, as this most directly correlates with increased participation by attorneys and recruitment of new volunteers.

We will continue to encourage and work with local bar associations to participate in programs such as WNIT's Ask A Lawyer panels in St. Joseph and Elkhart counties, the ISBA Talk to a Lawyer Live program on Martin Luther King Day, and Kosciusko's Combined Community Services on-site volunteer program conducted every other Thursday.

Finally, our goal is to prepare a brochure to mail to all attorneys and judges in the district to more effectively spread the word to those who still aren't familiar with the details of our program.

## 2004 REPORT OF VOLUNTEER ATTORNEY CASES IN DISTRICT 2

Please attach additional pages for each pro bono provider that receives IOLTA funding, whether directly or indirectly, in your district. See the sample additional pro bono provider page 6A. Please list each attorney only once in the volunteer attorney column but complete one line for each pro bono case for that attorney.

### Definitions:

**Case:** A legal matter referred to and accepted by a pro bono attorney volunteer. This includes mediation and GAL services.

**Volunteer Attorney:** An attorney who has rendered pro bono service to at least one low-income client during the year or accepted a pro bono referral from the identified program. This does not include attorneys who are on the list of pro bono volunteers but who have never taken a case. The case numbers do not include cases screened, only cases actually referred to a pro bono attorney.

**Case Type:** Please use the abbreviations listed in Indiana Supreme Court Administrative Rule 8(B)(3) or any other defined abbreviation.

**Name of Pro Bono Provider** (includes legal service provider, court, plan administrator, bar association, and other organizations): **District 2 Pro Bono Program**

**IOLTA funding accounts for 100 % of total pro bono provider budget. Please state the percentage of volunteers and cases which are attributable to IOLTA funding: 100%. If this percentage is substantially more than the percentage of IOLTA funding, please explain.**

Volunteer Attorney Name	County	Year Case Accepted	Year Case Closed	Number of Hours	Case Type
<b>Volunteer Atty. 1</b>	<b>Elkhart</b>	<b>2003</b>	<b>2004</b>	<b>5</b>	<b>DR</b>
<b>Volunteer Atty. 2</b>	<b>Elkhart</b>	<b>2004</b>	<b>2004</b>	<b>3</b>	<b>GU</b>
<b>Volunteer Atty. 3</b>	<b>Elkhart</b>	<b>2004</b>			<b>DR Cust.</b>
<b>Volunteer Atty. 4</b>	<b>Elkhart</b>	<b>2004</b>			<b>GU</b>
<b>Volunteer Atty. 5</b>	<b>Elkhart</b>	<b>2004</b>	<b>2004</b>	<b>22</b>	<b>Unempl.</b>
<b>Volunteer Atty. 6</b>	<b>Elkhart</b>	<b>2004</b>			<b>GU</b>
<b>Volunteer Atty. 7</b>	<b>Elkhart</b>	<b>2004</b>	<b>2004</b>	<b>12</b>	<b>JP Supp.</b>
<b>Volunteer Atty. 8</b>	<b>Elkhart</b>	<b>2004</b>	<b>2004</b>	<b>3</b>	<b>EU</b>
<b>Volunteer Atty. 9</b>	<b>Elkhart</b>	<b>2004</b>			<b>JP Cust.</b>
<b>Volunteer Atty. 10</b>	<b>Elkhart</b>	<b>2004</b>			<b>MF</b>
<b>Volunteer Atty. 11</b>	<b>Elkhart</b>	<b>2001</b>			<b>CC</b>
<b>Volunteer Atty. 12</b>	<b>Elkhart</b>	<b>2004</b>	<b>2004</b>	<b>2</b>	<b>EU</b>
<b>Volunteer Atty. 13</b>	<b>Elkhart</b>	<b>2004</b>	<b>2004</b>	<b>5</b>	<b>JP Cust.</b>
<b>Volunteer Atty. 13</b>	<b>Elkhart</b>	<b>2004</b>			<b>CC</b>
<b>Volunteer Atty. 14</b>	<b>Elkhart</b>	<b>2004</b>			<b>CC</b>
<b>Volunteer Atty. 15</b>	<b>Elkhart</b>	<b>2003</b>	<b>2004</b>	<b>5</b>	<b>DR</b>
<b>Volunteer Atty. 16</b>	<b>Elkhart</b>	<b>2004</b>			<b>DR</b>
<b>TOTAL: 16</b>		<b>TOTAL: 17</b>		<b>TOTAL: 57</b>	
Overall total number of volunteer attorneys (Elkhart County)		Overall total number of cases accepted/pending		Overall total hours on closed cases	

Volunteer Attorney Name	County	Year Case Accepted	Year Case Closed	Number of Hours	Case Type
<b>Volunteer Atty. 1</b>	<b>Kosciusko</b>	<b>2004</b>	<b>2004</b>	<b>1</b>	<b>AD</b>
<b>Volunteer Atty. 2</b>	<b>Kosciusko</b>	<b>2004</b>			<b>DR Cust</b>
<b>Volunteer Atty. 3</b>	<b>Kosciusko</b>	<b>2003</b>	<b>2004</b>	<b>6</b>	<b>DR</b>
<b>Volunteer Atty. 4</b>	<b>Kosciusko</b>	<b>2002</b>			<b>GU</b>
<b>Volunteer Atty. 5</b>	<b>Kosciusko</b>	<b>2004</b>			<b>DR</b>
<b>TOTAL: 5</b>		<b>TOTAL: 5</b>		<b>TOTAL: 7</b>	
<b>Overall total number of</b> volunteer attorneys (Kosciusko County)		Total number of cases accepted or pending		Total hours on closed cases	
<b>Volunteer Atty. 1</b>	<b>Marshall</b>	<b>2004</b>			<b>GU</b>
<b>Volunteer Atty. 1</b>	<b>Marshall</b>	<b>2004</b>			<b>DR</b>
<b>Volunteer Atty. 1</b>	<b>Marshall</b>	<b>2003</b>			<b>DR</b>
<b>Volunteer Atty. 1</b>	<b>Marshall</b>	<b>2003</b>			<b>JP</b>
<b>Volunteer Atty. 2</b>	<b>Marshall</b>	<b>2004</b>			<b>DR</b>
<b>Volunteer Atty. 3</b>	<b>Marshall</b>	<b>2003</b>	<b>2004</b>	<b>1</b>	<b>MF</b>
<b>Volunteer Atty. 3</b>	<b>Marshall</b>	<b>2004</b>			<b>Name Ch</b>
<b>Volunteer Atty. 4</b>	<b>Marshall</b>	<b>2003</b>	<b>2004</b>	<b>5</b>	<b>DR</b>
<b>Volunteer Atty. 5</b>	<b>Marshall</b>	<b>2003</b>	<b>2004</b>	<b>5</b>	<b>DR</b>
<b>Volunteer Atty. 6</b>	<b>Marshall</b>	<b>2003</b>			<b>DR</b>
<b>Volunteer Atty. 7</b>	<b>Marshall</b>	<b>2003</b>	<b>2004</b>	<b>4</b>	<b>DR</b>
<b>TOTAL: 7</b>		<b>TOTAL: 11</b>		<b>TOTAL 15</b>	
<b>Overall total number of</b> volunteer attorneys (Marshall County)		Total number of cases accepted or pending		Total hours on closed cases	



Volunteer Attorney Name	County	Year Case Accepted	Year Case Closed	Number of Hours	Case Type
<b>Volunteer Atty. 1</b>	<b>St. Joseph</b>	<b>2004</b>			<b>DR</b>
<b>Volunteer Atty. 2</b>	<b>St. Joseph</b>	<b>2002</b>	<b>2004</b>	<b>20</b>	<b>DR</b>
<b>Volunteer Atty. 2</b>	<b>St. Joseph</b>	<b>2004</b>			<b>DR</b>
<b>Volunteer Atty. 3</b>	<b>St. Joseph</b>	<b>2004</b>		<b>12</b>	<b>CC</b>
<b>Volunteer Atty. 4</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>1</b>	<b>CC</b>
<b>Volunteer Atty. 5</b>	<b>St. Joseph</b>	<b>2002</b>			<b>DR</b>
<b>Volunteer Atty. 5</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>6</b>	<b>DR</b>
<b>Volunteer Atty. 5</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>6</b>	<b>DR</b>
<b>Volunteer Atty. 6</b>	<b>St. Joseph</b>	<b>2003</b>	<b>2004</b>	<b>5</b>	<b>DR</b>
<b>Volunteer Atty. 7</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>5</b>	<b>GU</b>
<b>Volunteer Atty. 7</b>	<b>St. Joseph</b>	<b>2004</b>			<b>GU</b>
<b>Volunteer Atty. 7</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>3</b>	<b>Name Ch.</b>
<b>Volunteer Atty. 8</b>	<b>St. Joseph</b>	<b>2003</b>	<b>2004</b>	<b>1</b>	<b>Empl K</b>
<b>Volunteer Atty. 9</b>	<b>St. Joseph</b>	<b>2003</b>	<b>2004</b>	<b>4</b>	<b>Soc.Sec.</b>
<b>Volunteer Atty.10</b>	<b>St. Joseph</b>	<b>2003</b>	<b>2004</b>	<b>32</b>	<b>JP-Cust.</b>
<b>Volunteer Atty. 11</b>	<b>St. Joseph</b>	<b>2004</b>			<b>DR</b>
<b>Volunteer Atty. 11</b>	<b>St. Joseph</b>	<b>2003</b>	<b>2004</b>	<b>1</b>	<b>JP</b>
<b>Volunteer Atty. 12</b>	<b>St. Joseph</b>	<b>2003</b>	<b>2004</b>	<b>6</b>	<b>DR</b>
<b>Volunteer Atty. 12</b>	<b>St. Joseph</b>	<b>2003</b>			<b>DR</b>
<b>Volunteer Atty. 12</b>	<b>St. Joseph</b>	<b>2004</b>			<b>DR</b>
<b>Volunteer Atty. 13</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>5</b>	<b>PO</b>
<b>Volunteer Atty. 13</b>	<b>St. Joseph</b>	<b>2003</b>	<b>2004</b>	<b>6</b>	<b>JP</b>
<b>Volunteer Atty. 13</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>6</b>	<b>JP-ChSupp</b>
<b>Volunteer Atty. 13</b>	<b>St. Joseph</b>	<b>2003</b>	<b>2004</b>	<b>9</b>	<b>CC</b>
<b>Volunteer Atty.13</b>	<b>St. Joseph</b>	<b>2003</b>			<b>JP-ChSupp</b>
<b>Volunteer Atty.13</b>	<b>St. Joseph</b>	<b>2003</b>	<b>2004</b>	<b>32</b>	<b>GP Visitn</b>
<b>Volunteer Atty.13</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>9</b>	<b>GU</b>
<b>Volunteer Atty.13</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>7</b>	<b>JP</b>
<b>Volunteer Atty.13</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>8</b>	<b>JP</b>
<b>Volunteer Atty.13</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>55</b>	<b>AD</b>
<b>Volunteer Atty.13</b>	<b>St. Joseph</b>	<b>2004</b>			<b>JP-ChSupp</b>
<b>Volunteer Atty.13</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>6</b>	<b>JP-Custody</b>
<b>Volunteer Atty.13</b>	<b>St. Joseph</b>	<b>2003</b>	<b>2004</b>	<b>5</b>	<b>Name chg</b>
<b>Volunteer Atty.13</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>6</b>	<b>JP</b>

Volunteer Attorney Name	County	Year Case Accepted	Year Case Closed	Number of Hours	Case Type
<b>Volunteer Atty. 13</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>3</b>	<b>JP-Custody</b>
<b>Volunteer Atty. 13</b>	<b>St. Joseph</b>	<b>2004</b>			<b>JP</b>
<b>Volunteer Atty. 13</b>	<b>St. Joseph</b>	<b>2004</b>			<b>JP</b>
<b>Volunteer Atty. 13</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>3</b>	<b>Consumer</b>
<b>Volunteer Atty. 14</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>6</b>	<b>DR</b>
<b>Volunteer Atty. 15</b>	<b>St. Joseph</b>	<b>2003</b>			<b>DR</b>
<b>Volunteer Atty. 16</b>	<b>St. Joseph</b>	<b>2003</b>	<b>2004</b>	<b>37</b>	<b>DR-Custody</b>
<b>Volunteer Atty. 16</b>	<b>St. Joseph</b>	<b>2004</b>			<b>GU</b>
<b>Volunteer Atty. 17</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>4</b>	<b>DR</b>
<b>Volunteer Atty. 18</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>3</b>	<b>JP</b>
<b>Volunteer Atty. 18</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>4</b>	<b>CHNS</b>
<b>Volunteer Atty. 18</b>	<b>St. Joseph</b>	<b>2003</b>	<b>2004</b>	<b>4</b>	<b>CHNS</b>
<b>Volunteer Atty. 18</b>	<b>St. Joseph</b>	<b>2002</b>	<b>2004</b>	<b>6</b>	<b>GU</b>
<b>Volunteer Atty. 18</b>	<b>St. Joseph</b>	<b>2003</b>	<b>2004</b>	<b>3</b>	<b>CHNS</b>
<b>Volunteer Atty. 18</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>8</b>	<b>GU</b>
<b>Volunteer Atty. 18</b>	<b>St. Joseph</b>	<b>2003</b>	<b>2004</b>	<b>5</b>	<b>DR</b>
<b>Volunteer Atty. 18</b>	<b>St. Joseph</b>	<b>2004</b>			<b>JP</b>
<b>Volunteer Atty. 18</b>	<b>St. Joseph</b>	<b>2003</b>	<b>2004</b>	<b>5</b>	<b>JP</b>
<b>Volunteer Atty. 19</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>3</b>	<b>Immigr'n</b>
<b>Volunteer Atty. 20</b>	<b>St. Joseph</b>	<b>2003</b>	<b>2004</b>	<b>10</b>	<b>DR</b>
<b>Volunteer Atty. 20</b>	<b>St. Joseph</b>	<b>2003</b>	<b>2004</b>	<b>6</b>	<b>JP</b>
<b>Volunteer Atty. 21</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>3</b>	<b>CC</b>
<b>Volunteer Atty. 22</b>	<b>St. Joseph</b>	<b>2004</b>			<b>DR</b>
<b>Volunteer Atty. 23</b>	<b>St. Joseph</b>	<b>2004</b>			<b>CC</b>
<b>Volunteer Atty. 24</b>	<b>St. Joseph</b>	<b>2003</b>			<b>GU</b>
<b>Volunteer Atty. 25</b>	<b>St. Joseph</b>	<b>2002</b>	<b>2004</b>	<b>31</b>	<b>NFP Corp.</b>
<b>Volunteer Atty. 26</b>	<b>St. Joseph</b>	<b>2003</b>	<b>2004</b>	<b>2</b>	<b>DR</b>
<b>Volunteer Atty. 27</b>	<b>St. Joseph</b>	<b>2004</b>			<b>CT</b>
<b>Volunteer Atty. 28</b>	<b>St. Joseph</b>	<b>2004</b>			<b>DR</b>
<b>Volunteer Atty. 29</b>	<b>St. Joseph</b>	<b>2004</b>			<b>Copyright</b>
<b>Volunteer Atty. 30</b>	<b>St. Joseph</b>	<b>2004</b>			<b>DR</b>
<b>Volunteer Atty. 30</b>	<b>St. Joseph</b>	<b>2004</b>			<b>DR</b>
<b>Volunteer Atty. 31</b>	<b>St. Joseph</b>	<b>2004</b>			<b>LL/Tenant</b>
<b>Volunteer Atty. 32</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>10</b>	<b>LL/Tenant</b>

Volunteer Attorney Name	County	Year Case Accepted	Year Case Closed	Number of Hours	Case Type
<b>Vol. Attorney 33</b>	<b>St. Joseph</b>	<b>2003</b>			<b>DR</b>
<b>Vol. Attorney 34</b>	<b>St. Joseph</b>	<b>2002</b>	<b>2004</b>	<b>16</b>	<b>DR</b>
<b>Vol. Attorney 35</b>	<b>St. Joseph</b>	<b>2003</b>	<b>2004</b>	<b>5</b>	<b>GU</b>
<b>Vol. Attorney 35</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>13</b>	<b>GU (4 kids)</b>
<b>Vol. Attorney 36</b>	<b>St. Joseph</b>	<b>2004</b>			<b>DR</b>
<b>Vol. Attorney 36</b>	<b>St. Joseph</b>	<b>2003</b>	<b>2004</b>	<b>5</b>	<b>JP</b>
<b>Vol. Attorney 37</b>	<b>St. Joseph</b>	<b>2002</b>			<b>CC</b>
<b>Vol. Attorney 37</b>	<b>St. Joseph</b>	<b>2002</b>			<b>LL/Tenant</b>
<b>Vol. Attorney 38</b>	<b>St. Joseph</b>	<b>2004</b>			<b>CC</b>
<b>Vol. Attorney 39</b>	<b>St. Joseph</b>	<b>2003</b>	<b>2004</b>	<b>6</b>	<b>DR-Visit'n</b>
<b>Vol. Attorney 40</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>3</b>	<b>LL/Tenant</b>
<b>Vol. Attorney 41</b>	<b>St. Joseph</b>	<b>2003</b>	<b>2004</b>	<b>4</b>	<b>GU</b>
<b>Vol. Attorney 41</b>	<b>St. Joseph</b>	<b>2004</b>			<b>GU</b>
<b>Vol. Attorney 41</b>	<b>St. Joseph</b>	<b>2004</b>			<b>ES</b>
<b>Vol. Attorney 42</b>	<b>St. Joseph</b>	<b>2002</b>			<b>GU</b>
<b>Vol. Attorney 43</b>	<b>St. Joseph</b>	<b>2003</b>			<b>GU</b>
<b>Vol. Attorney 43</b>	<b>St. Joseph</b>	<b>2004</b>			<b>GU</b>
<b>Vol. Attorney 44</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>1</b>	<b>Adv. Dir.</b>
<b>Vol. Attorney 44</b>	<b>St. Joseph</b>	<b>2002</b>	<b>2004</b>	<b>6</b>	<b>GU</b>
<b>Vol. Attorney 45</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>10</b>	<b>GU</b>
<b>Vol. Attorney 46</b>	<b>St. Joseph</b>	<b>2003</b>			<b>CC</b>
<b>Vol. Attorney 47</b>	<b>St. Joseph</b>	<b>2004</b>			<b>DR</b>
<b>Vol. Attorney 48</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>6</b>	<b>LL/Tenant</b>
<b>Vol. Attorney 49</b>	<b>St. Joseph</b>	<b>2003</b>			<b>DR</b>
<b>Vol. Attorney 49</b>	<b>St. Joseph</b>	<b>2004</b>			<b>JP-Custody</b>
<b>Vol. Attorney 50</b>	<b>St. Joseph</b>	<b>2003</b>	<b>2004</b>	<b>6</b>	<b>DR</b>
<b>Vol. Attorney 50</b>	<b>St. Joseph</b>	<b>2004</b>			<b>JP-Custody</b>
<b>Vol. Attorney 51</b>	<b>St. Joseph</b>	<b>2003</b>	<b>2004</b>	<b>13</b>	<b>GU</b>
<b>Vol. Attorney 51</b>	<b>St. Joseph</b>	<b>2004</b>			<b>CT</b>
<b>Vol. Attorney 52</b>	<b>St. Joseph</b>	<b>2003</b>			<b>DR</b>
<b>Vol. Attorney 53</b>	<b>St. Joseph</b>	<b>2004</b>			<b>Adv. Dir.</b>
<b>Vol. Attorney 54</b>	<b>St. Joseph</b>	<b>2003</b>			<b>DR</b>
<b>Vol. Attorney 55</b>	<b>St. Joseph</b>	<b>2004</b>			<b>CT</b>
<b>Vol. Attorney 56</b>	<b>St. Joseph</b>	<b>2003</b>	<b>2004</b>	<b>3</b>	<b>DR</b>

Volunteer Attorney Name	County	Year Case Accepted	Year Case Closed	Number of Hours	Case Type
<b>Vol. Attorney 57</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>6</b>	<b>GU</b>
<b>Vol. Attorney 58</b>	<b>St. Joseph</b>	<b>2004</b>			<b>Birth Cert.</b>
<b>Vol. Attorney 59</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>10</b>	<b>GU</b>
<b>Vol. Attorney 59</b>	<b>St. Joseph</b>	<b>2004</b>			<b>GU</b>
<b>Vol. Attorney 60</b>	<b>St. Joseph</b>	<b>2002</b>			<b>CT</b>
<b>Vol. Attorney 60</b>	<b>St. Joseph</b>	<b>2004</b>			<b>CT</b>
<b>Vol. Attorney 61</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>6</b>	<b>JP-Custody</b>
<b>Vol. Attorney 61</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>7</b>	<b>GU</b>
<b>Vol. Attorney 62</b>	<b>St. Joseph</b>	<b>2004</b>			<b>GU</b>
<b>Vol. Attorney 63</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>4</b>	<b>GU</b>
<b>Vol. Attorney 64</b>	<b>St. Joseph</b>	<b>2004</b>			<b>CT</b>
<b>Vol. Attorney 65</b>	<b>St. Joseph</b>	<b>2004</b>			<b>JP- Support</b>
<b>Vol. Attorney 65</b>	<b>St. Joseph</b>	<b>2003</b>			<b>DR</b>
<b>Vol. Attorney 66</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>8</b>	<b>Consumer</b>
<b>Vol. Attorney 67</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>3</b>	<b>Consumer</b>
<b>Vol. Attorney 68</b>	<b>St. Joseph</b>	<b>2004</b>			<b>DR</b>
<b>Vol. Attorney 69</b>	<b>St. Joseph</b>	<b>2004</b>			<b>CC</b>
<b>Vol. Attorney 70</b>	<b>St. Joseph</b>	<b>2004</b>			<b>DR-Custody</b>
<b>Vol. Attorney 71</b>	<b>St. Joseph</b>	<b>2004</b>			<b>DR</b>
<b>Vol. Attorney 72</b>	<b>St. Joseph</b>	<b>2004</b>			<b>CC</b>
<b>Vol. Attorney 73</b>	<b>St. Joseph</b>	<b>2003</b>			<b>Disability</b>
<b>Vol. Attorney 74</b>	<b>St. Joseph</b>	<b>2004</b>			<b>DR</b>
<b>Vol. Attorney 74</b>	<b>St. Joseph</b>	<b>2003</b>	<b>2004</b>	<b>10</b>	<b>DR</b>
<b>Vol. Attorney 75</b>	<b>St. Joseph</b>	<b>2003</b>			<b>JP-Custody</b>
<b>Vol. Attorney 76</b>	<b>St. Joseph</b>	<b>2004</b>			<b>Empl.</b>
<b>Vol. Attorney 77</b>	<b>St. Joseph</b>	<b>2003</b>			<b>JP-Visit'n</b>
<b>Vol. Attorney 78</b>	<b>St. Joseph</b>	<b>2003</b>	<b>2004</b>	<b>3</b>	<b>EU</b>
<b>Vol. Attorney 79</b>	<b>St. Joseph</b>	<b>2003</b>			<b>CT</b>
<b>Vol. Attorney 80</b>	<b>St. Joseph</b>	<b>2004</b>			<b>GU</b>
<b>Vol. Attorney 80</b>	<b>St. Joseph</b>	<b>2002</b>	<b>2004</b>	<b>11</b>	<b>JP-Custody</b>
<b>Vol. Attorney 81</b>	<b>St. Joseph</b>	<b>2003</b>	<b>2004</b>	<b>4</b>	<b>Adv. Dir.</b>
<b>Vol. Attorney 82</b>	<b>St. Joseph</b>	<b>2004</b>			<b>DR</b>
<b>Vol. Attorney 83</b>	<b>St. Joseph</b>	<b>2004</b>			<b>DR</b>
<b>Vol. Attorney 84</b>	<b>St. Joseph</b>	<b>2004</b>	<b>2004</b>	<b>1</b>	<b>CC</b>

[illegible]

## 2004 REPORT OF VOLUNTEER ATTORNEY LIMITED INFORMATION ACTIVITY IN DISTRICT 2

This limited legal information chart can include activities such as pro se clinics and call-in or walk-in informational services.

Please attach additional pages for each pro bono provider that receives IOLTA funding, whether directly or indirectly, in your district. See the sample additional pro bono provider page 7A.

Please list each attorney only once in the volunteer attorney column but complete one line for each type of legal information activity for that attorney.

**Name of Pro Bono Provider** (includes legal service provider, court, plan administrator, bar association, and other organizations): District 2 Pro Bono Program

Volunteer Attorney Name	County	Type of Activity	Number of Hours
<b>Edward Chester</b>	<b>Elkhart</b>	<b>Information &amp; advice</b>	<b>2</b>
<b>Laura Ezzell</b>	<b>Elkhart</b>	<b>Information &amp; advice</b>	<b>2</b>
<b>Rosalind Greenlee Bachtel</b>	<b>Elkhart</b>	<b>Information &amp; advice</b>	<b>2</b>
<b>Penny Meyers</b>	<b>Elkhart</b>	<b>Information &amp; advice</b>	<b>2</b>
<b>Terry Kraucunas</b>	<b>Elkhart</b>	<b>Information &amp; advice</b>	<b>1</b>
<b>Chris Spataro</b>	<b>Elkhart</b>	<b>Information &amp; advice</b>	<b>2</b>
<b>Sherry Clarke</b>	<b>St. Joseph</b>	<b>Information &amp; advice</b>	<b>2</b>
<b>Michelle Laux</b>	<b>St. Joseph</b>	<b>Information &amp; advice</b>	<b>2</b>
<b>Ron Wehrnyak</b>	<b>St. Joseph</b>	<b>Information &amp; advice</b>	<b>2</b>
<b>Susan Johnson</b>	<b>St. Joseph</b>	<b>Information &amp; advice</b>	<b>2</b>
<b>TOTAL: 10</b>			<b>TOTAL: 19</b>
<b>OVERALL VOLUNTEER ATTORNEY TOTAL:</b>			<b>OVERALL HOURS TOTAL:</b>

## 2004 REPORT

**Please list your District's 2004 activities--including committee meetings, training, attorney recognition, newspaper or magazine articles, marketing and promotion--in chronological order.**

<u>Date</u>	<u>Activity</u>
1/27	St. Joseph County Bar Association Pro Bono Committee meeting
3/29	St. Joseph Co. Bar Association Pro Bono Committee meeting (plan newsletter insert, Modest Means program)
5/03	St. Joseph Co. Bar Association Pro Bono Committee (details of Modest Means program)
6/01	Plenary meeting of District 2 Pro Bono Legal Services Committee, South Bend
7/26	St. Joseph Co. Bar Association Pro Bono Committee (update on golf outing-pro bono attorneys outscored non-pro bono)
9/16	At request of Bar President, Plan Administrator conducted CLE program and promotional event at luncheon meeting of the Elkhart City Bar Association. About 20 attorneys attended, 10 of whom signed pro bono participation forms.
10/12	St. Joseph Co. Bar Association Pro Bono Committee meeting (discussion of Talk to a Lawyer, WNIT and other programs, update on referrals)
10/15	ISBA meeting, Plan Administrators Retreat, Shepard Dinner
12/07	District 2 and Indiana Legal Services conducted a pro bono recognition and promotion event coordinated with the Marshall County Bar Association. Angelika Mueller, Indiana Legal Services managing attorney, and Sherry Clarke, Plan Administrator, both spoke. Certificates of Appreciation were distributed by Judge Michael Cook at the luncheon. Eighteen attorneys and judges attended, and seven new attorneys were recruited to participate in our respective pro bono programs.

## 2004 REPORT

Please provide a short summary of how the provision of pro bono service is coordinated in your district, including the intake process, the relationships of pro bono providers in the district, how referrals are made, and how reporting is done.

In District 2, the South Bend Indiana Legal Services office makes referrals to its Community Volunteer Lawyers Panels, which to some extent overlaps the District 2 Pro Bono Program volunteer panels. The District 2 Pro Bono Program receives referrals from Indiana Legal Services, Elkhart Legal Aid, local bar associations, agency caseworkers, judges, and private attorneys in the four county area. The Plan Administrator conducts the intake interviews, makes referrals to volunteer attorneys, in many cases provides information or referrals to other resources as well, and supplies pro se forms to callers without access to the Internet. The intake and referral information is stored in a secure data base, and periodic follow-up is done with the attorneys who have accepted the referrals. A status report is requested at least once every 4-6 months, if the case is not closed sooner.

The District 2 Plan Administrator uses a variety of resources to expand the pool of volunteer attorneys, including newsletters, mailings, and direct calls. When a new volunteer is recruited, that information is shared with Indiana Legal Services. In 2004, over 25 new attorneys accepted referrals, and this trend is continuing in 2005. Many attorneys who carried over cases from preceeding years that were not yet complete, agreed to meet the need by accepting referrals in 2004. We are seeing the same generosity in 2005.

Ten attorneys from Elkhart and St. Joseph counties met with members of the public on January 19, 2004, as part of the annual Talk to a Lawyer Live program sponsored by the ISBA. They provided information and advice to 27 individuals at the Rosedale Adult Housing Center in Elkhart. Other limited information and advice programs include the popular one-hour program "Ask a Lawyer" which airs every few months on public broadcasting station WNIT. Panels from the St. Joseph County, Elkhart and Goshen Bar Associations have participated. Volunteer lawyers in Kosciusko County continue to consult and advise up to 6 persons every other Thursday afternoon at the Combined Community Services center in Warsaw, and where there is a need for more extended service, do provide or find others to assist the inquirer on a pro bono basis. In each county, there are many avenues whereby private attorneys step up to provide pro bono legal service to those in need. Finally, we are grateful for the continuing growth-- both in the number of persons served and the number of attorneys who participate-- of the District 2 Pro Bono Program.

Please describe any special circumstances, including difficulties encountered, affecting your District's 2004 implementation of its plan. Answer: None.



## BUDGETS FOR 2004, 2005 AND 2006 FOR IOLTA FUNDS ONLY

Cost Category	2004 Actual Expenditures	2004 Budget	2005 Actual Expenditures To Date	2005 Budget	2006 Budget
<b>A. PERSONNEL COSTS</b>					
1. Plan Administrator	30,000	30,000	13,846	30,000	31,000
2. Paralegals					
3. Others- <b>Please explain</b>					
4. Employee benefits	8,084	7,800	3,832	8,000	7,500
a. Insurance		4,474	2,168	4,650	5,300
b. Retirement plans		1,246	623	1,250	- -
c. Other-FICA		2,080	1,041	2,100	2,200
5. Total Personnel Costs	38,084	35,500	17,678	38,000	38,500
<b>B. NON-PERSONNEL COSTS</b>					
1. Occupancy	--	--	--	--	4,000
2. Equipment rental	--	--	--	--	1,000
3. Office supplies	674	900	141	750	850
4. Telephone	504	800	251	600	800
5. Travel	250	400	165	300	400
6. Training	223	500	125	295	350
7. Library	--	--	--	--	--
8. Malpractice Insurance	1,697	2,000	1,697	1,700	1,700
9. Dues and fees	200	200	--	200	200
10. Audit					
11. Contingent reserve					
12. Litigation reserve					
13. Marketing and promotion	330	3,000	226	1,900	2,500
14. Attorney recognition	"	"	"	"	"
15. Litigation Expenses (includes expert fees)	1,004	1,000	550	1,350	1,500
16. Property Acquisition					
17. Contract Services	653	1,200	-0-	850	800
18. Grants to other pro bono providers					
19. Other- <b>Please explain</b>					
20. Total Non-Personnel Costs					
<b>C. TOTAL EXPENDITURES</b>	43,619	45,500	20,833	45,945	52,600

IOLTA funds received **2004: \$ 42,000.** IOLTA funds received **2005: \$ 44,000.**

## **Budget Narrative**

Please provide descriptions of the following line items in the foregoing budget chart, by item number, in the space provided.

Lines (A)(1), (2), (3) Please indicate the number of hours per week for each personnel position and rate of pay.

**A) 1) Plan Administrator - 35 hours per week, \$30,000 per year, which works out to approximately \$16 per hour.**

Line (B)(1) Please describe the occupancy cost in terms of square footage, utilities or other amenities and indicate whether the occupancy cost is above or below the market rate for that space.

**Through June 30, office space has been provided free of charge by the St. Joseph County Probate Court.**

<b>ANNUAL TIMETABLE FOR SUBMISSION OF FORMS AND CHECKS:</b>
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January 1:	Checks distributed
July 1:	Annual report, plan and grant application due to IPBC
November:	Notification of awards
<b>December 1:</b>	<b>IBF grant agreement due and revised budget due</b>